Municipality/Organization: Leicester, MA

EPA NPDES Permit Number:

MaDEP Transmittal Number: W-

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Douglas Belanger Title: Chrm, Board of Selectmen

Telephone #: 508. 892-7000 Email:

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: Douglas Belanger

Printed Name: Douglas Belanger

Title: Chairman, Leicester Board of Selectmen

Date: July 20, 2004

Municipality/Organization: Town of Leicester

EPA NPDES Permit Number: MAR041202

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MaDEP Transmittal Number: W- 041074

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: James J. Coughlin Title: Superintendent of Streets

Telephone #: (508) 892-7000 Email: Coughlinj@leicesterma.org

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: James J. Coughlin

Printed Name: James J. Coughlin

Title: Superintendent of Streets

Date: May 10, 2004

Part II. Self-Assessment

The Town of Leicester has successfully implemented or begun implementation of several Measurable Goals noted in its Notice of Intent. Prior to the development of Leicester's Comprehensive Stormwater Management Program, including Measurable Goals, the Town had an assessment performed of current activities, programs, and regulations that could support the NPDES Phase II Stormwater program. This assessment became the basis for modifying current activities, recommending new programs, and informing town boards and departments of their obligation toward successful implementation of Leicester's Comprehensive Stormwater Program.

Despite successful implementation of several programs and projects in this first year of the permit, Leicester has not yet organized a government-wide coordination. A vacancy in the position of Town Administrator in the past year has delayed implementation of a multi-department effort to achieve compliance. It is anticipated that the appointment of a permanent full-time town administrator will provide the necessary point of coordination.

Leicester is pleased to present the following summary describing its success at implementing the first year of the town's Comprehensive Stormwater Management Program.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Leicester will present its Comprehensive Stormwater Management Program to the public at a public meeting.	The Town of Leicester has completed *Stormwater Management Phase II Assessment* report. Copies are available for review by Town departments and the public. The Town reviewed NPDES Phase II program requirements, specifically Minimum Control Measure #3, with several department heads and the representatives from Leicester's water and sewer districts on November 13, 2003	The Town of Leicester will schedule a public meeting to review its Comprehensive Stormwater Program
2	Create a Stormwater Program	Department of Public Works	Leicester will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Leicester's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Leicester has not identified appropriate funding sources.	Once the permanent town administrator starts, The Town of Leicester will begin deciding how best to fund the Stormwater Management Project BMPs. The Town will monitor funding sources for applicability.

1. Public Education and Outreach (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town of Leicester is in receipt of EPA educational materials on disk for easy printing and distribution. The Town Hall has several educational brochures/information resources: o Leicester's 24-hour, 1-800 Recycling Hotline for information regarding how, what, when, and where to recycle; o "Leicester Recycling Center Collected Material"; o "Leicester Conservation Commission Wetland Packet"; o "MassHousing- Homeowner Septic Repair Loan Program"; o "Board of Health Rubbish Haulers"; o "Board of Health Licensed Installers"; and o "Board of Health Septic Hauler List." The Town web site has the following information: o Recycling Committee description; o "What can be Recycled"; o Contact numbers; and o "Recycling Awards and Milestones." The Town holds a yearly Hazardous Waste Collection Day that is advertised on the website, newspaper, and brochures.	The Town of Leicester will continue to make educational information available to the public.

1. Public Education and Outreach (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
4	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	See BMP #3.	See BMP #3.
5	Identify alternative information sources	Board of Selectmen MIS Department	Leicester will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website. http://www.ci.leicester.ma.us/	BMP was not scheduled for Permit Year 1.	The Town of Leicester web site does include a link to the DEP (from the Board of Health site.)
6	Identify alternative information sources	Department of Public Works MIS Department	Leicester will also post links on its website to the Blackstone River Watershed Association at www.thebrwa.org, the Blackstone River Watershed Council at www.BVTourism.com, the Nashua River Watershed Association @ http://www.nashuariverwatershed.org/ the French River Watershed Basin Team @ http://www.state.ma.us/envir/water/frenchquinebaug/frenchquinebaug.htm and the Chicopee River Watershed Council @ www.chicopeeriver.org	This BMP was not scheduled for Permit Year 1.	The Town of Leicester will arrange to have these web sites posted.
7	Utilize local website	Department of Public Works	Public meeting notice and the meeting reviewing Leicester's Comprehensive Stormwater Management Program will be posted on Leicester's local access channel.	The public meeting has not been held. It is scheduled for Permit Year 2.	Notice of storm water presentation will be posted on local access and the Town web site.
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Leicester will appoint a liaison to the Blackstone River Watershed Association and the Nashua River Watershed Association to disseminate information to the Town on programs and activities.	Two members of Town government currently attend meetings of the Blackstone River Valley Association.	The Town of Leicester will officially appoint a liaison to the Blackstone River Valley Association during Permit Year 2.

1. Public Education and Outreach (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Leicester will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	The Town of Leicester recycling program accepts many hazardous waste items from June to October each year. Also, once a year the program holds a Hazardous Waste Collection Day during which all the most hazardous items are taken. During 2004, the Leicester recycling program won "Most Innovative Waste Recycling Program in the State" at the Forum on Waste Reduction. Accepted recycled items are posted at the Town Hall and on the web site. The Town also has a compost site.	The Town of Leicester will continue to hold Hazardous Waste Collection Days.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
10	Storm drain stenciling	Department of Public Works	Leicester will work with local Scout groups to develop a stenciling program. Stenciling will target Leicester's subwatersheds.	BMP was not scheduled for Permit Year 1.	The Town of Leicester will contact the Scouts for development of a storm drain stenciling program.

2. Public Involvement and Participation (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
11	Community clean-ups	Department of Public Works Leicester Conservation Commission	Town of Leicester will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	The Town of Leicester holds a yearly Earth Day cleanup within the Town. This cleanup also occurs along the headwaters of the Blackstone River.	The Town of Leicester will continue to hold Earth Day cleanups.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Leicester DPW picked up and disposed of collected trash during the Earth Day event.	The Town of Leicester DPW will continue to support the cleanup event.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
13	Inventory and mapping of storm drain system	Department of Public Works	Leicester will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Leicester's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Leicester has not identified appropriate funding sources.	Once the permanent Town Administrator starts, the Town will decide how best to fund the Stormwater Management Project BMPs. The Town of Leicester will monitor funding sources for applicability.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Leicester will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	Representatives from the Town of Leicester and Leicester's water and sewer districts met on January 20, 2004 to review implementation of Leicester's IDDE program, including GIS mapping of all public works infrastructure.	The Town of Leicester will determine how to allocate funding for mapping during Permit Year 2.

3. Illicit Discharge Detection and Elimination (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
15	Identification/description of problem areas	Department of Public Works	Leicester will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	See BMP #14	The Town of Leicester will determine how to allocate funding for the IDDE program during Permit Year 2.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Leicester will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	This BMP was not scheduled for Permit Year 1.	This BMP was not scheduled for Permit Year 2.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Leicester will provide educational brochures to residents promoting proper disposal of household hazardous wastes.	The Town of Leicester recycling program accepts many hazardous waste items from June to October each year. Also, once a year the program holds a Hazardous Waste Collection Day during which all the most hazardous items are taken. During 2004, the Leicester recycling program won "Most Innovative Waste Recycling Program in the State" at the Forum on Waste Reduction. Accepted recycled items are posted at the Town Hall and on the web site. The Town also has a compost site.	The Town of Leicester will continue to hold Hazardous Waste Collection Days.

3. Illicit Discharge Detection and Elimination (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
18	Initiation of recycling programs	Planning Board Board of Health	Leicester will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Leicester recycling program supports itself. During 2004, the Leicester recycling program won "Most Innovative Waste Recycling Program in the State" at the Forum on Waste Reduction. Accepted recycled items are posted at the Town Hall and on the web site. The Town also has a compost site.	The Town of Leicester will continue the recycling program.
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Leicester will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Smiths Pond, Southwick Pond, Bouchard Pond, Cedar Meadow Pond, Dutton Pond, Greenville Pond West, Rochdale Pond, and Greenville Pond. These waterbodies have been identified as impaired and are on DEP's 303d list.	The Town has not identified appropriate funding sources.	Once the permanent Town Administrator starts, the Town will decide how best to fund the Stormwater Management Project BMPs. The Town of Leicester will monitor funding sources for applicability. The Town of Leicester will contact the Scouts for development of a storm drain stenciling program.

3. Illicit Discharge Detection and Elimination (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
20	Watershed assessments and studies	Department of Public Works Leicester Water Supply Districts	The Town of Leicester will encourage cooperation with Leicester's Public Drinking Water Supply Districts to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Leicester's Zones II in Leicester.	The Source Water Protection Grant Program was unavailable during Permit Year 1.	The Town of Leicester will ascertain the availability of funds from the Source Water Protection Grant Program in Permit Year 2.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Leicester will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was not scheduled for Permit Year 1.	A meeting will be scheduled with all departments to review the construction bylaws.

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Leicester will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was not scheduled for Permit Year 1.	A meeting is to be scheduled with all departments to review the post-construction bylaws.

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Leicester will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	Under DEP Order of Conditions, the Town of Leicester Highway facility was mandated to make cleanup efforts of the facility including installation of a holding tank for drainage from the garage. The Town cleans all catchbasins and sweeps all streets every year.	The Town of Leicester Highway Department will continue to provide maintenance of the drainage and streets within town.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Leicester will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	Every year during catchbasin cleaning, the Town of Leicester Highway Department performs structural and capacity inspections. Any problem areas are followed-up with repair.	The Town of Leicester Highway Department will continue with the catchbasin inspection program.
25	Develop and implement training programs for municipal employees	Department of Public Works	Leicester will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	During Permit Year 1, the Town of Leicester Highway Department sent 2 (two) employees to street sweeper training.	The Town of Leicester will monitor available trainings for applicability.
26	Review storm drainage infrastructure needs	Department of Public Works	Leicester will incorporate storm drain infrastructure review in Leicester's Chapter 90 project utilizations.	Every year during catchbasin cleaning, the Town of Leicester Highway Department performs structural and capacity inspections. Any problem areas are followed-up with repair. During Permit Year 1, the Town installed new drainage in areas of new and existing roads.	The Town of Leicester Highway Department will continue with the catchbasin inspection program.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
				No TMDLs in the Town of Leicester	

7a. Additions

7b. WLA Assessment